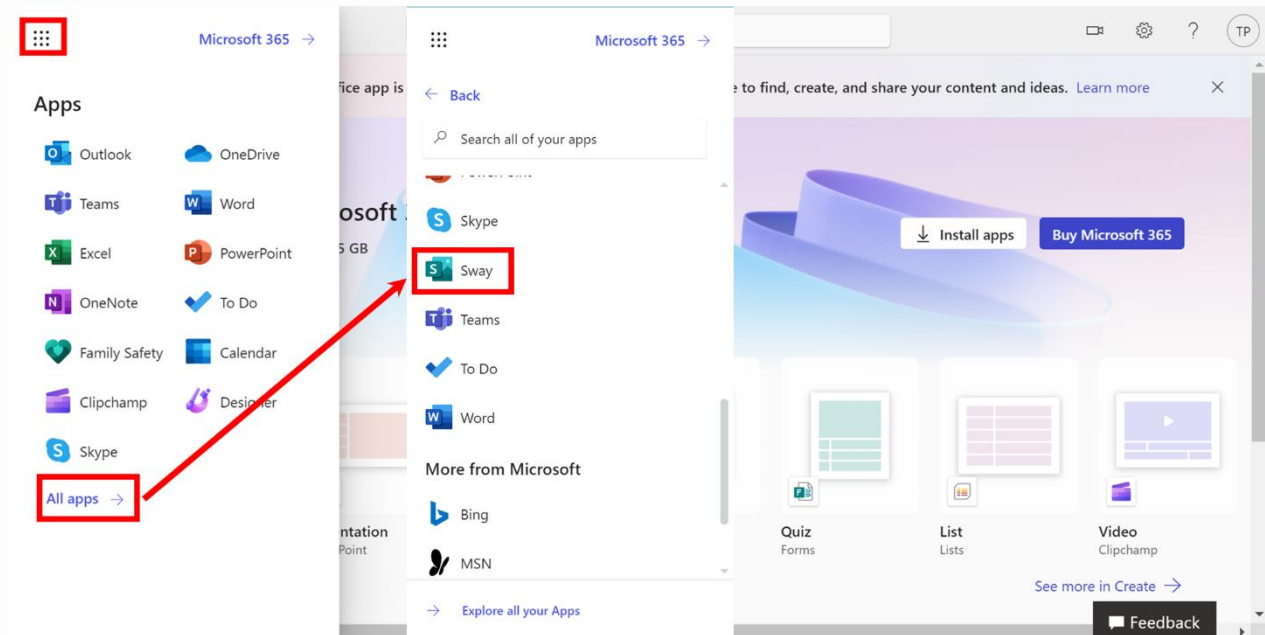




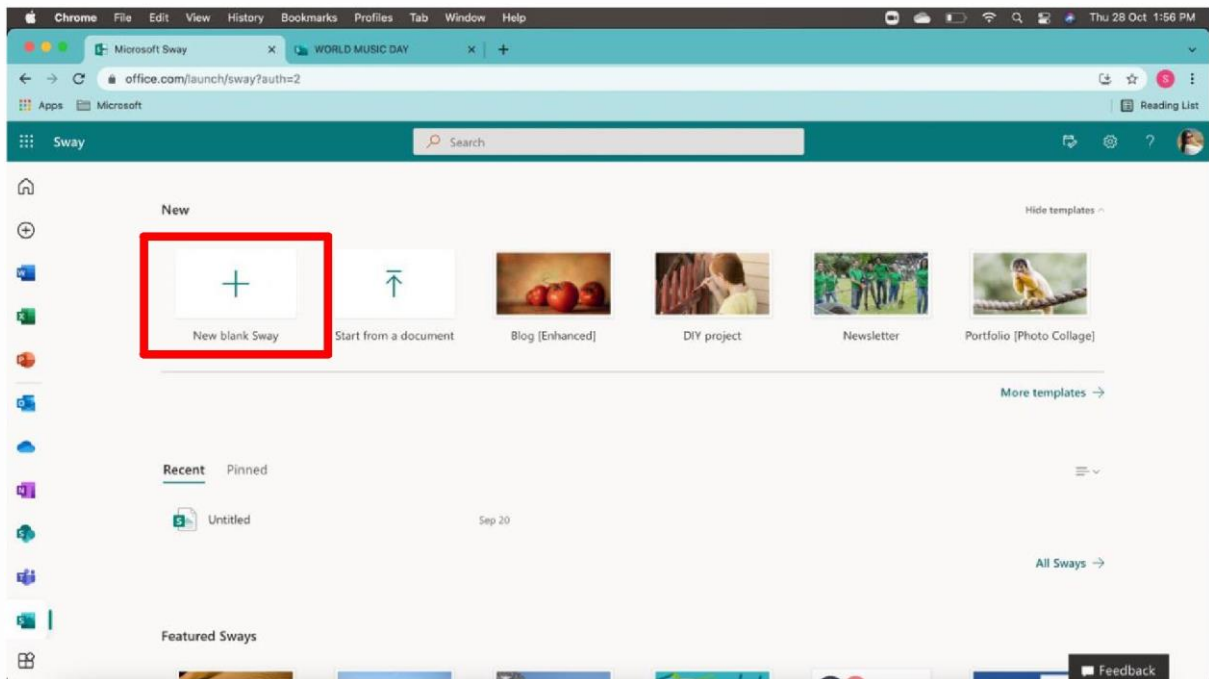
Pre-Classroom Notes - Sway

Sway

Step 1: Log in to www.office.com and enter your username and password shared by us. Click on 9 dots and click on All apps and from drop down click on Sway

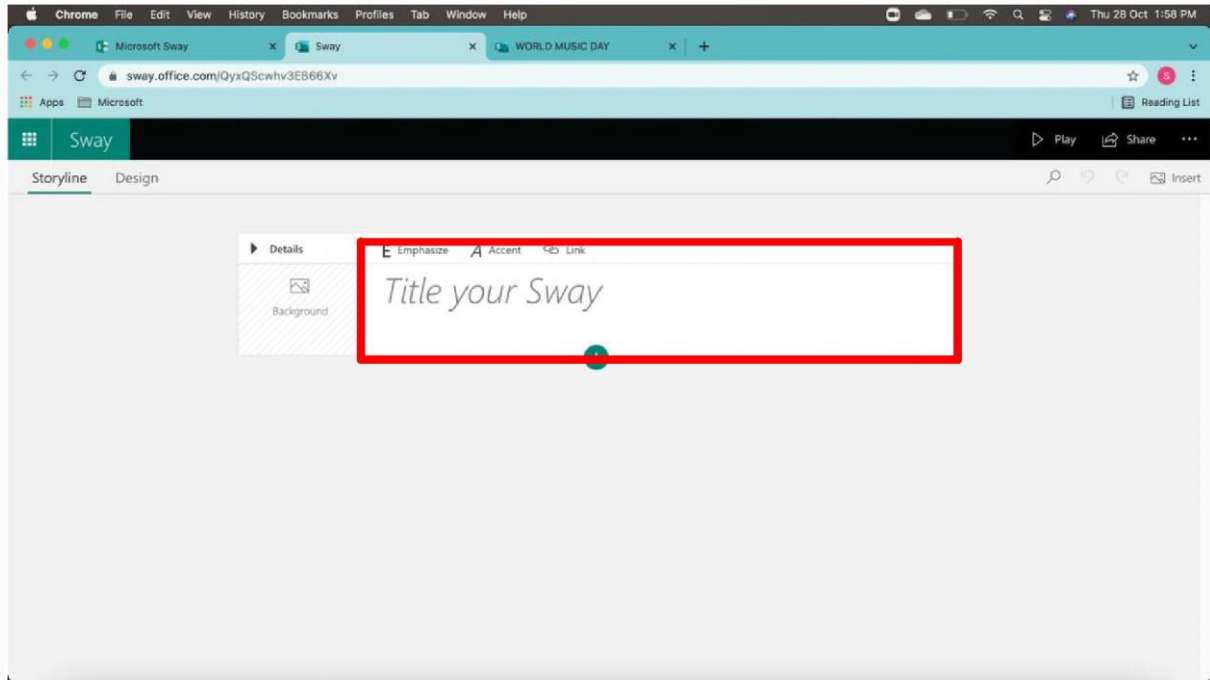


Step 2: Click on New Blank Sway

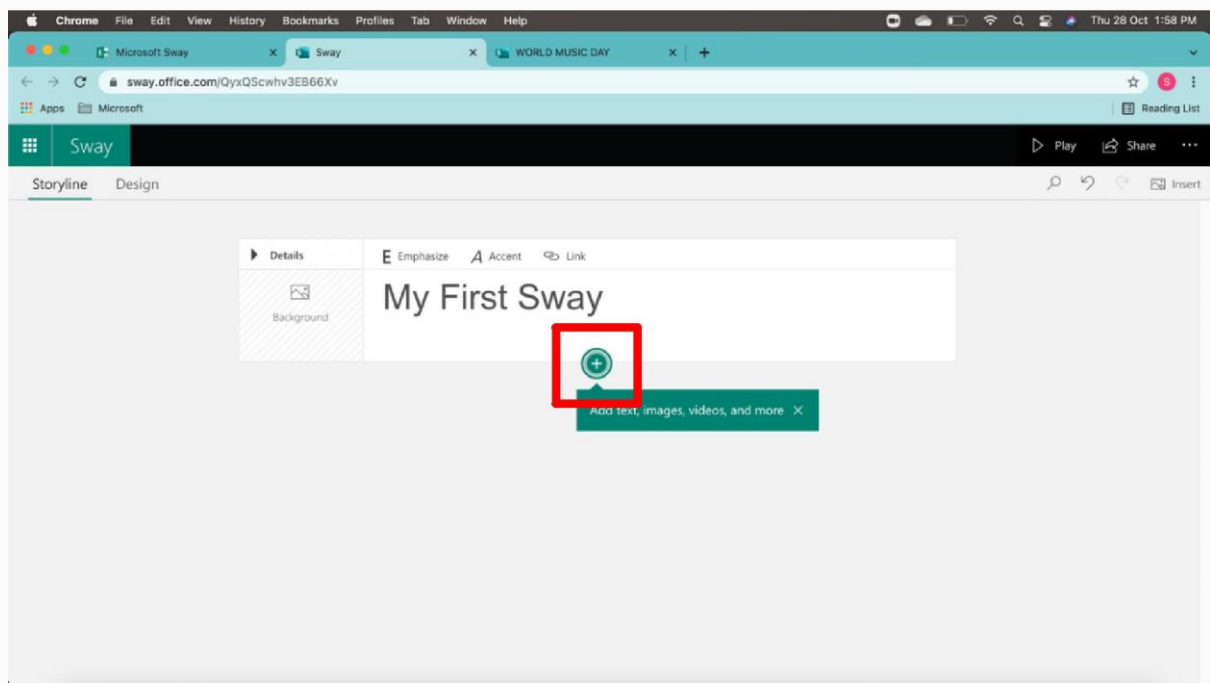




Step 3: Click on “Title your Sway”.

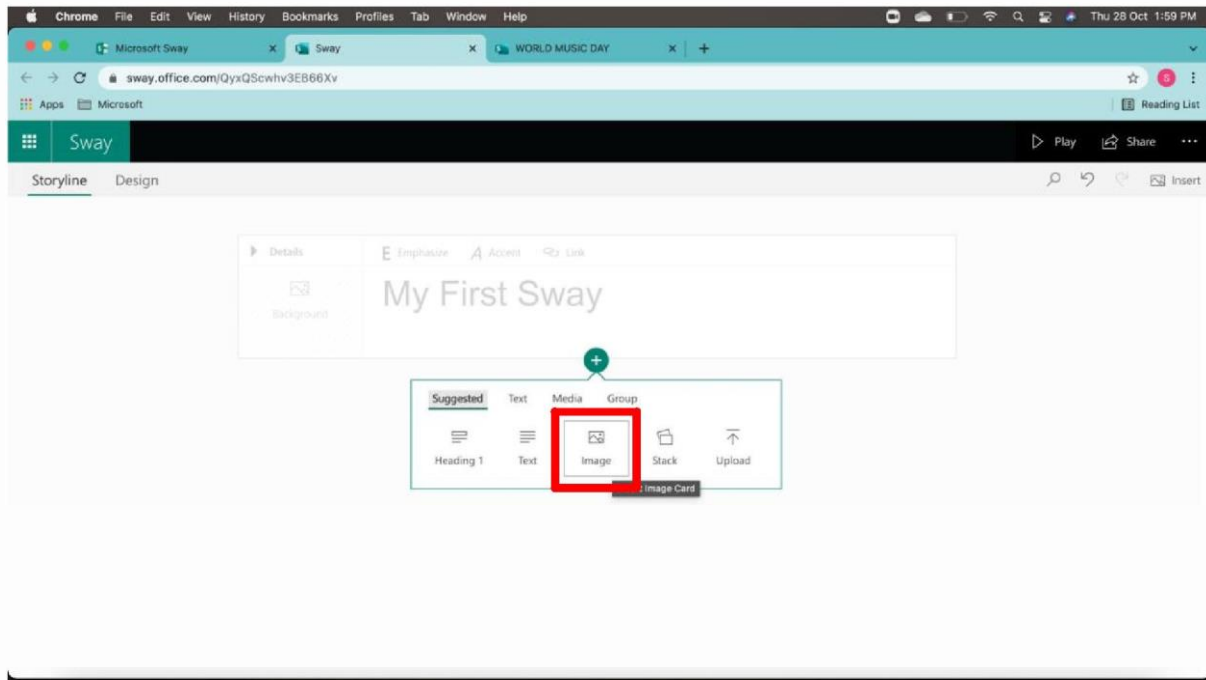


Step 4: Give a title “My First Sway” and then click on the plus sign

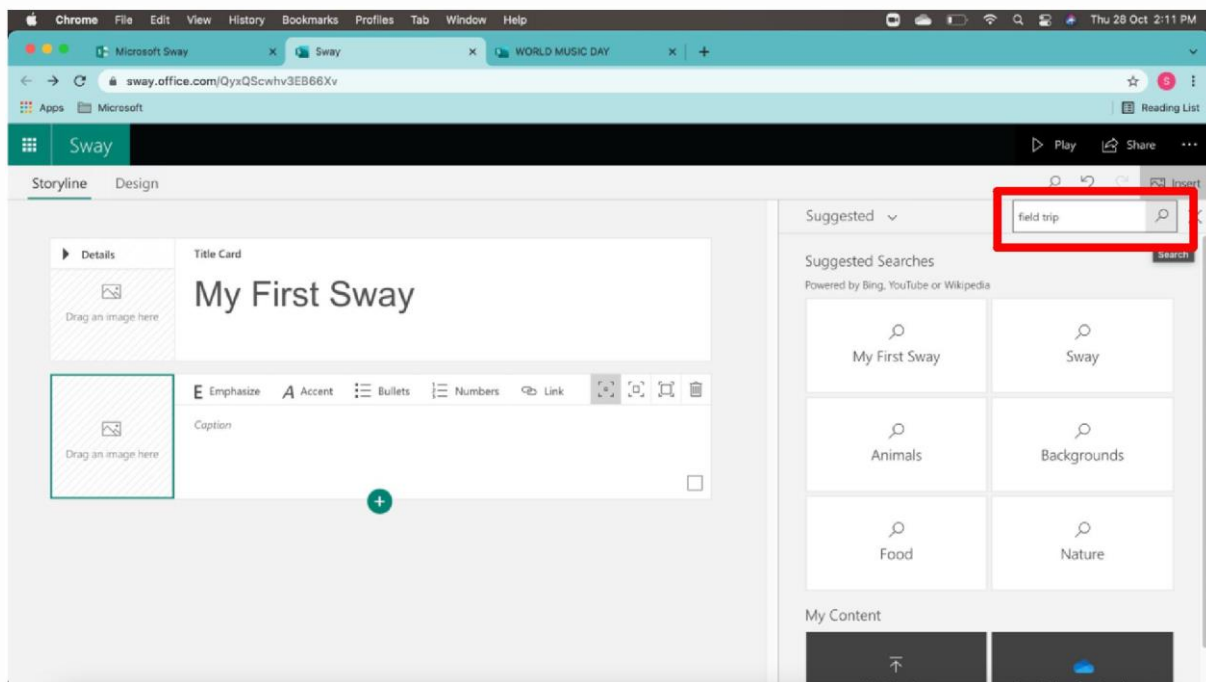




Step 5: Click on Image

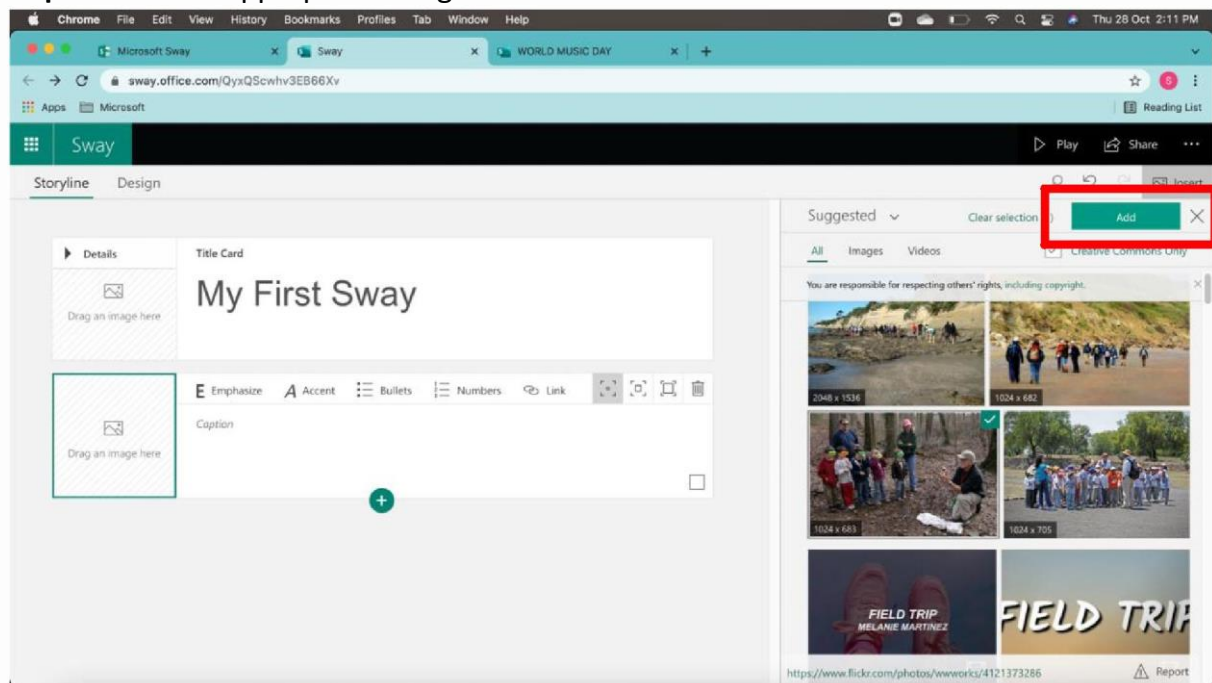


Step 6: Type field trip in the search bar and press enter

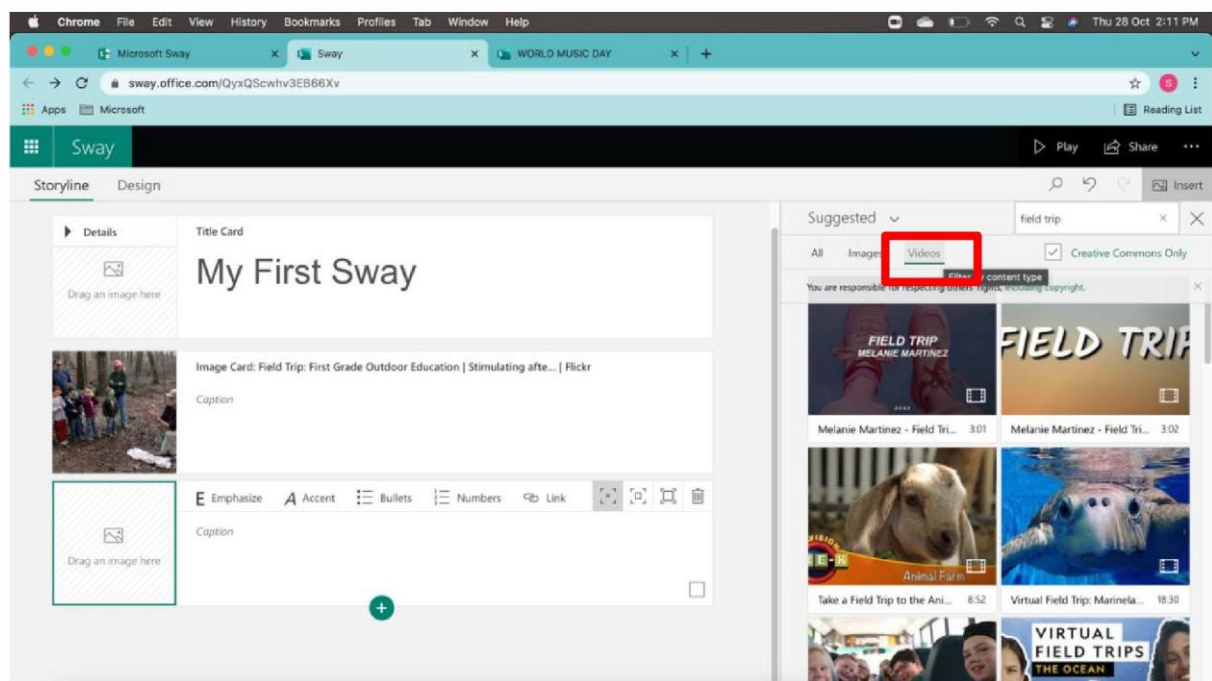




Step 7: Select an appropriate image and click on Add

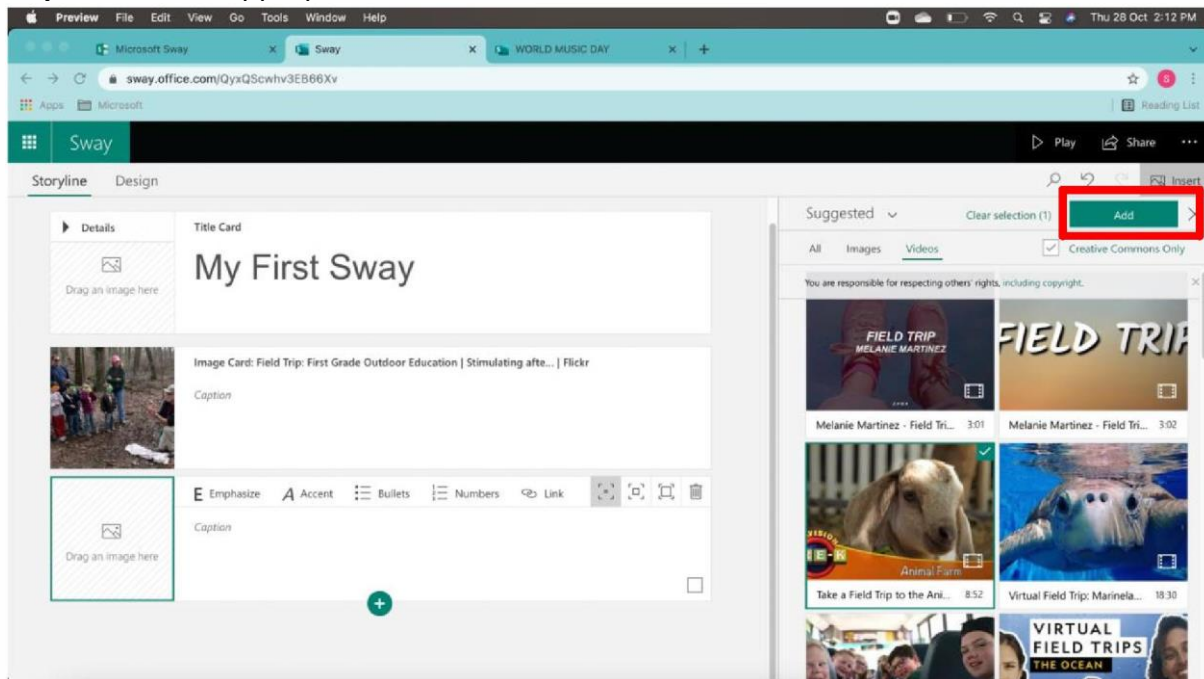


Step 8: Click on the plus sign again and click on Image. Click on Videos





Step 9: Select an appropriate Video and click on Add



Note: We will learn about more features in the class